



**U.S. Mission Monrovia
Vacancy Announcement Number: 2016-14**

OPEN TO: All Interested Candidates / All Sources

The “Open To” category listed above refers to candidates who are eligible to apply for this position. The “Open To” category should not be confused with a “hiring preference” which is explained later in this vacancy announcement.

POSITION: Program Operations Assistant

OPENING DATE: April 21, 2016

CLOSING DATE: April 27, 2016

WORK HOURS: Full-time 40 hours/week

SALARY: Ordinarily Resident (OR): FSN-10, \$24,187.00
Not-Ordinarily Resident (NOR): FP-05 *
*Final grade/step for NORs will be determined by Washington.

EMPLOYMENT LENGTH: This position is temporary and will not exceed two years from hire date.

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Monrovia is seeking eligible and qualified applicants for the position of **Program Operations Assistant** within the Centers for Disease Control and Prevention Office (CDC).

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

BASIC FUNCTION OF POSITION

Job Holder is the Locally Employed Staff Operations Manager responsible for overseeing the day-to-day management, administrative and program coordination functions in support of a broad range of agency-funded programs and projects and activities that are implemented by agency program offices, branches or programmatic teams dedicated to Global Health Security & Ebola prevention and detection. Job Holder is the direct liaison with the Deputy Director and the Country Director on all management and operations issues, to include day-to-day administrative management, records and information

management, communications, both oral and written, procurement, property inventory, human resources, logistics and travel. Incumbent has excellent communication skills and the ability to effectively liaise with United States Government embassy, partners, staff, and outside vendors and clients. The incumbent serves as liaison between the Embassy, other agencies and Centers for Disease Control and Prevention Head Quarter on general service issues, management of leasing requirements and all other services provided under ICASS.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. EDUCATION: Bachelor's degree or host government equivalent in business administration, social sciences, public administration, public health, finance or accounting is required.

2. EXPERIENCE: Minimum five (5) years of progressively responsible administrative management experience in a health related international development organization or for a U.S. government, other government or non-governmental organization including two (2) years direct supervisory experience.

3. LANGUAGE: Level IV (fluency - speaking/reading/writing) in English is required. Incumbent must be able to efficiently proof-read/edit correspondence and formal reports containing medical/public health terminology recommending correct word usage, grammar and punctuation. Incumbent must be able to communicate effectively orally with staff members, the US Mission community and the general public.

4. Must have detailed and broad knowledge about the standards for functioning with International Organization including the Ministry of Health, and other Liberian institutions or universities. Must have detailed knowledge of Administrative activities (subject matter, function, relationships with internal/external stakeholders) and operations. Must have knowledge of the formal internal procedures, controls and reporting systems. Mastery of English grammar, spelling, punctuation, and sentence structure is required. Must be able to demonstrate proficiency in typing various correspondences formats (e.g. letters, memorandum, reports, faxes, official minutes, etc.). Through knowledge gained from prior work experience in how to provide dependable secretarial/administrative support and assistance to an individual at the Executive level is required. Must have basic foundation of administrative concepts, principles and practices sufficient to perform independent duties involving elimination of conflict and duplication of work, taking action to discuss/resolve mutual problems. Must be able to comprehend knowledge of the Directors/Deputy's policies and views on all significant matters affecting the organization. The incumbent must have a thorough knowledge of all aspects of administrative and office logistical support processes, including administrative support for professional staff; and arranging and processing transport requests.

5. The ability to work effectively in a diverse team environment and adapt to the existing work environment is required. The incumbent must be able to work calmly, tactfully, and effectively under pressure and to demonstrate extremely flexibility to manage more than one activity at a time in the performance of daily administrative management duties and responsibilities. The incumbent must possess excellent interpersonal, communication, and organizational skills. Attention to detail as well as the ability to follow-up rigorously to see work products completed through fruition is required. Strong ability to use the Microsoft Office Suite software: Word, Excel, Outlook, Power Point; ability to develop and maintain systems for record-keeping; must be proficient in operating office machines such as copier, shredder and fax and must be proficient with word processing, and other office computer software programs. Must be able to effectively provide good customer service and effectively interact with internal staff and external clients at all levels, including individuals from diverse cultural backgrounds. Ability to interact with high-level visitors including planning and supporting VIP visits is required. Must be able to work under pressure and adapt to rapidly changing demands.

FOR FURTHER INFORMATION: The complete position description listing all of the duties and responsibilities may be obtained by contacting the Human Resources Office **(231) 776777211**).

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP**

*** IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veterans' preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

****** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA:

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.

3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Service Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
4. The candidate must be able to obtain and hold the following: **public trust clearance.**

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website or by contacting Human Resources. (See “For Further Information” above);
2. **Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, diplomas, work and /or residency permits, etc.)**

WHERE TO APPLY:

Human Resources Office
Attention: **Program Operations Assistant**
American Embassy
P. O. Box 98
1000 Monrovia 10 Liberia
Or Email to RecruitmentMonrovia@State.gov

Drop in application box at the Service Gate on Gibson Street at the New Embassy Compound. The Universal Application Form (DS-174) can be picked up at the Gibson Street Gate or the Human Resources Office (for employees only) or accessed on line.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or (as defined in 3 FAM 1610); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse when such parent is at least 51 percent dependent on the employee for support; **or**

- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.

U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:

- (1) Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and

- (2) Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- (3) Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

Ordinarily Resident (OR) – An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third-country national) who is locally resident and has legal and/or permanent resident status within the host country and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws.

CLOSING DATE FOR THIS POSITION: (April 27, 2016)

Drafted: HRA: PSMorris

Cleared: HRO: ASHirsch

Cleared: CDC: CSuhr

Cleared: AFMO: ASHirsch

Approved: MGT: AHVrampas

[Signed copy with HR Office]